

Create Your Email Address

Purpose Use this procedure to create or edit your work email address.

If you should need to request a new password, your temporary password will be sent to this email address.

Helpful Hints	
	 You can go directly to the portal from any supported internet browser by entering this web address: https://wahrms.wa.gov . Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 7, 8 or 9 and Mozilla Firefox 10.0 . Other browsers may work, but they are not supported.



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Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.

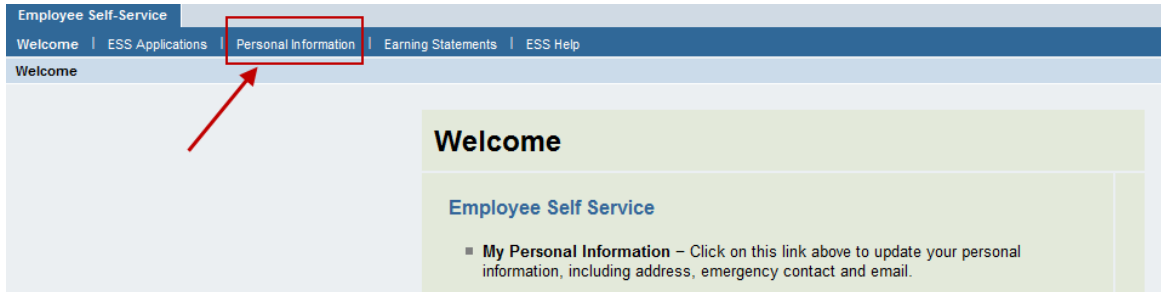


The screenshot shows the 'Welcome to Washington State's Human Resource Management Systems' page. On the left, under the heading 'HRMS PORTAL', there are two input fields: 'Logon ID *' and 'Password *'. Below these is a yellow 'Log on' button. Further down are four links: 'Reset Password or First Time User', 'Having Trouble Logging In?', and 'More ESS Information'. A disclaimer at the bottom left states: 'This is a secure application and available only to Washington State employees.' On the right side of the page is a large photograph of a snow-capped mountain peak, likely Mount Rainier, under a clear blue sky, with dark green evergreen trees in the foreground.



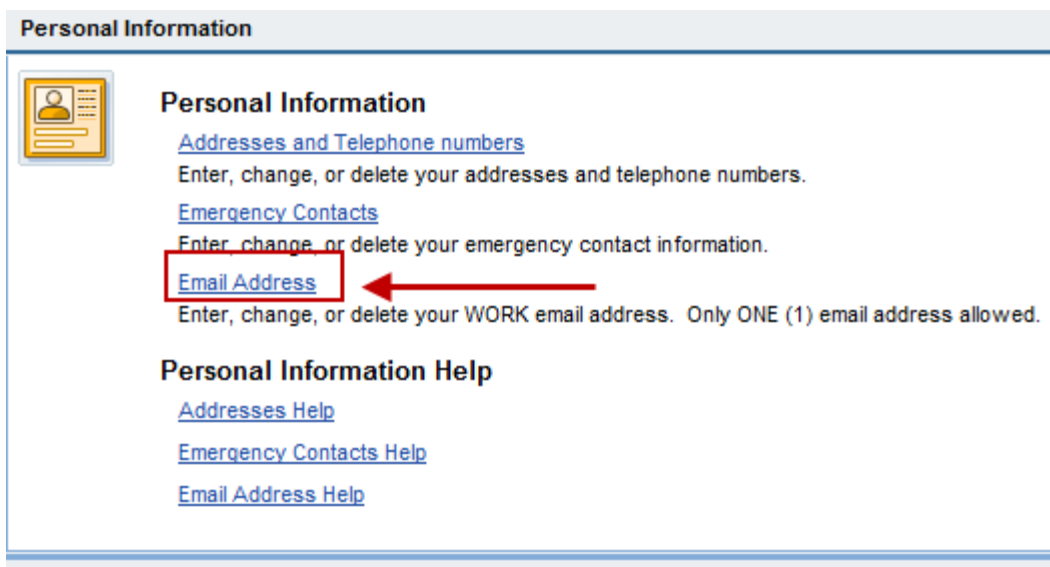
For help logging in see the “Logging In” procedure.

2. Start the action by clicking on the **Personal Information** tab.



Tip: You may also click on the **ESS Applications** tab for an overview of all services available in ESS. You can access **Personal Information**, **Earning Statements** and **ESS Help** from this tab.

3. Click on the **Email Address** link.



4. **Overview**

Click on the **Edit** button to enter an email address.

Email Address

Change Own Data


1 Overview 2 Edit 3 Review and Save 4 Completed

Communication
E-mail:

Previous Step Edit Exit

5. **Edit**

Enter your work email address.

 You may have only one email address.

Email Address

Change Own Data

1 Overview 2 Edit 3 Review and Save 4 Completed

Communication
E-mail: Elizabeth.Masen@dop.wa.gov

Previous Step Review Exit

Click the **Review** button to continue.

6. **Review and Save**

Review your entry for errors. Click the **Save** button to continue.

The screenshot shows the 'Email Address' update interface. At the top, a progress bar indicates four steps: 1. Overview, 2. Edit, 3. Review and Save (highlighted in orange), and 4. Completed. Below the progress bar, the 'Communication' section displays the email address 'Elizabeth.Masen@dop.wa.gov'. At the bottom, there are three buttons: 'Previous Step', 'Save' (highlighted with a red box), and 'Exit'. A red arrow points from the 'Save' button towards the right.



If you click on the **Exit** button, you will be taken back to the **Personal Information** page and nothing will be saved.

7. **Completed**

You have saved your **Email Address**.

The screenshot shows the 'Email Address' update interface after completion. The progress bar now highlights step 4, 'Completed'. Below the progress bar, a green information icon is followed by the message: 'The changes you made to your data have been saved'. Under the heading 'What do you want to do next?', there are three blue links: 'Restart Email Address Update', 'Go to Personal Information homepage', and 'Go to ESS Applications homepage'. The 'Communication' section still shows the email address 'Elizabeth.Masen@dop.wa.gov'. A red arrow points from the right towards the 'Go to ESS Applications homepage' link.


8. You have completed the action. Perform one of the following actions or Log-off of ESS.

If	Then
You want to navigate back to the Email Address page.	Click Restart Email Address Update
You want to navigate back the Personal Information homepage.	Click Go to Personal Information homepage
You want to navigate all the way back to the main ESS Applications home page.	Click Go to ESS Applications homepage

Email Address

Change Own Data

1 Overview — 2 Edit — 3 Review and Save — 4 **Completed**

 The changes you made to your data have been saved

What do you want to do next?
[Restart Email Address Update](#)
[Go to Personal Information homepage](#)
[Go to ESS Applications homepage](#)

Communication
 E-mail: Elizabeth.Masen@dop.wa.gov